

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

October 12, 2016

Town Offices

The Board of Selectmen convened in regular session on Wednesday, October 12, 2016 at 5:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober, Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present.

1.0 Pledge of Allegiance - Those in attendance recited the Pledge of Allegiance.

2.0 Public Comment

2.1 TC/TC Davis Re: Fire proof file cabinets, chairs and carrier - TC/TC Davis stated she would like to provide an update on the decision made last week because there was a miscalculation in the math due to the Town Office's new copier contract, which is \$3,384 dollars and the line has \$6,100 dollars. TC/TC Davis explained \$2,400 dollars is remaining and provided the Selectmen with a handout of three options to consider. TA Ambrose noted line item #4194.629 has been increased to \$10K. Chair Olmstead made a **motion** to rescind the board's previous vote made on 10/5/16. Selectman Ober **seconded** the motion and the **motion passed unanimously**. Selectman Ober made a **motion** to purchase two file cabinets at \$1,978 dollars and a carrier at \$270.05 dollars plus eight chairs \$183.92 dollars (total \$2,431.97), making line over by \$31.97 dollars. Chair Olmstead **seconded** the motion and the **motion passed unanimously**.

3.0 Business

3.1 Old Town Hall Rental - Meet the Candidates Night - Tim Lang explained that he would like to hold a Meet the Candidates Night at the Town Hall on November 2, 2016 from 6:30 to 9:30 p.m. Mr. Lang offered to help with set up for this and the November Election. Selectman Ober made a **motion** to authorize the use of the Town Hall for Meet the Candidates Night and to waive the rental fee. Selectman North **seconded** the motion and the **motion passed unanimously**. TC/TC Davis wanted it reflected in the record that set up needs to be finished by Thursday, so she can be ready for the election. **Town Forum** - Lynn Chong stated she would like to rent the Town Hall to conduct a Town Forum on November 18, 2017 from 7:00 to 9:00 p.m., for an exchange between residents, department heads, committees, boards and commissions on various topics of interest. Ms. Chong explained there will be no voting, no decisions, just discussion and would like to have a forum twice a year with a Moderator. Selectman Ober expressed concern with the forum being held in November & February, as summer residents will not be able to provide input. Selectman Ober stated her other concern is that this is not a Town sponsored event, so department heads can not be made to attend and the discussion will not have much validity. TC/TC Davis asked what the purpose is because she feels the place for something like this is Town Meeting and some may feel obligated to attend, due to the perception. TC/TC Davis noted she is an elected official, so not attending may hurt her reputation because she has other plans that night. TC/TC Davis stated the Selectmen have weekly meetings and always allow people to provide input. Selectman Ober stated if the discussion is about the Solid Waste Disposal Committee then it can take place during

those meetings. Selectman North noted the other problem is that all three Selectman can not be there without the forum being posted. TC/TC Davis stated department heads are also available to residents at anytime. There was a brief discussion regarding the Town's "Community Profile" that was handled by the UNH Cooperative extension. Ms. Chong stated getting information is not the same as a conversation but she will not move forward with the Town forum request.

3.2 Winter Sand Bid - Selectman Ober made a **motion** to award the bid to Nutter Enterprises for winter sand at the price of \$7.85 per ton delivered. Selectman North **seconded** the motion and the **motion passed unanimously**.

3.3 Transfer Station Informational Packet - Manager Austin stated a few changes were made to the Transfer Station pamphlet. Copies of the pamphlet were provided. There was a brief discussion of different locations the pamphlet could be stocked, to make them more accessible to residents.

3.4 Crack Sealing - Selectman Ober made a **motion** to authorize the crack sealing of Taylor Road, Steele Hill Road, Upper Bay Road and Bay Road, in the amount of \$8,400 dollars from the Capital Outlay. Selectman North **seconded** the motion and the **motion passed unanimously**. TA Ambrose reported that there was an incident with a crack seal employee parking on a resident's lawn without permission and Chief Hankard wanted to make sure the board was aware that the issue has been addressed with the company.

3.5 Winnepesaukee River Basin Program (WRBP) - TA Ambrose informed the Selectmen that the EPA has released the "NPDES" permit and Sanbornton has been listed as a Co-permittee but because the Town doesn't own or operate any portion of the system, there are no requirements to meet at this time. TA Ambrose recommended actively attending all of the WRBP's meetings going forward.

4.0 Other Business

4.1 Job Description Reviews - Selectman Ober made a **motion** to approve the Fire Department's amended job descriptions. Chair Olmstead **seconded** the motion and the **motion passed unanimously**. TA Ambrose stated the board has copies of the Department of Public Work's job descriptions and the Transfer Station. Selectman North provided a copy of the NHMA's job description for the DPW Director and noted the description needs to be corraled back to what the actual Director does. Selectman North offered to sit down with Director Bordeau and fix the job descriptions. TA Ambrose stated she has been contacted by Thornton & Associates, to see if the Town is ready to conduct the employee classification review. The rest of the job descriptions will be reviewed next week.

4.2 Budget Review - The budget binders have been updated for the 10/29/16 meeting.

4.3 Town Park - TA Ambrose reported that the storage pod has been delivered. The entire board agreed that a sign should be made and posted with the hours of operation being from 7:00 a.m. to Dusk. Director Bordeau noted keys for the gate have been distributed.

4.4 Selectmen's Representatives - TA Ambrose stated the board is waiting to find the 2006 Court decision. Selectman North explained the case was heard in Carroll County at the Ossipee Court under probate and a docket number is needed to locate the file. TC/TC Davis offered to check in her vault. Tabled for further research.

4.5 Education Stabilization Funds - TA Ambrose stated she attended a meeting with Senator Hosmer, where they discussed the committee's concerns over State Aid. TA Ambrose explained the impact to Sanbornton is under \$7K and is not as great as some other communities. TA Ambrose stated Senator Hosmer suggested finding other sources

of revenue and attending the State's budget hearings to advocate for ourselves.

4.6 Board of Selectmen Operational Guidelines & Handbook - Selectman North stated she and AS Rollins have located the Selectmen's policy dated 4/23/2003 and the policy for non-public sessions dated 9/7/2011, which can be inserted in to this page of the guidelines. TA Ambrose to look into the Appendix references.

4.7 LRPC Dues - TA Ambrose reported the LRPC dues will be transferred to the PB's budget.

4.8 Holden Engineering Contract - TA Ambrose provided the board with a marked up contract from Town Counsel for review. TA Ambrose stated the contract is very one sided and directed the board's attention to section twelve. TA Ambrose noted she has contacted C.R. Willeke to see if the project is not completed this year, will the funds be secured for next year but is waiting to hear back. Selectman Ober suggested giving the changes to Holden, to see if they agree with them. TA Ambrose asked the board if they would like to see a per day fine or a percentage fine for the overall contract, for non-completion. The board agreed they would like to see a per day fine and a completion deadline of 1/24/17. _____

5.0 Selectmen's Reports

5.1 Selectmen's e-mail accounts - Selectman North requested a separate email account. TA Ambrose to check with AA Jutton.

5.2 Flags and holders - There was a brief discussion regarding purchasing new flags and straight hanging metal brackets because the current flags are tattered or missing. TA Ambrose to check on pricing. _____

6.0 Authorize Payroll & the Accounts Payable Register – The BOS reviewed & signed the payroll and the accounts payable registers, a copy was made available for public inspection.

6.1 Amended Personnel Policy - The BOS signed.

7.0 Review & Approve Minutes

7.1 10/5/16 draft Selectmen's minutes - Members of the Board reviewed the draft meeting minutes of October 5, 2016. Selectman Ober made a **motion** to approve the draft meeting minutes of October 5, 2016 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

8.0 Donations - None at this time.

9.0 ADJOURNMENT – Selectman Ober made a **motion** to adjourn the meeting at 8:04 p.m. Selectman North **seconded** the motion and the **motion passed unanimously**.

10.0 NEXT MEETING (S) – The Board of Selectmen's next scheduled meeting will be held on **Wednesday, October 19, 2016 @ 5:00 p.m.** at the **Town Offices**.

Respectfully submitted,
April Rollins, Administrative Specialist